DOCUMENT RESUME

ED 353 260 SP 034 302

TITLE	The Virginia Recertification Manual, July 1990.
INSTITUTION	Virginia State Dept. of Education, Richmond.
PUB DATE	Jul 90
NOTE	38p.
PUB TYPE	Guides - General (050) -- Reports - Descriptive (141)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Elementary Secondary Education; *Faculty Development; Guides; Inservice Teacher Education; *Program Design; *Program Implementation; State Departments of Education; State Standards; *Teacher Certification; Teaching Experience
IDENTIFIERS	*Point System; *Virginia

ABSTRACT

This manual explains the requirements and procedures for recertification of all certified educational personnel in the Commonwealth of Virginia. The need for alternative routes for recertification of experienced educators precipitated the development of an individualized recertification plan based on a point system. The point system for recertification is a component of the Commonwealth's commitment to provide educators with options and opportunities for professional development programs. The basic requirement for recertification in Virginia states that each holder of a renewable certificate shall accrue a total of 180 points during the 5-year validity period of the certificate. The Virginia Recertification Manual is intended to give the professional educator a choice of options for recertification as career needs change. These choices include: the traditional routes of college credit and educational agency's staff development activities; curriculum development, mentorship/supervision, and peer observation; educational travel, professional conferences, and educational projects; and publication of articles and books. The manual provides guidance for all certificate holders as they plan their personal growth within the profession. (LL)

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The Virginia Recertification Manual

July 1990

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RECERTIFICATION OPTIONS

Option	Maximum # of Points	Point Value Assignment	Verification	Criteria
1. College Credit	180	1 semester hour = 30 points 1 quarter hour = 20 points	• Official transcript or official "student copy" of transcript • Certificate of completion	1) Must be graduate-level course work (3 semester hours) taken in the content area of the endorsement on the certificate and/or teaching assignment if the certificate holder does not have a master's degree. 2) Course level determined by officials of the institution, documentation provided in the institution's graduate or undergraduate catalog, and/or the placement of the course at the 500 or above level. 3) Must be earned at an accredited four-year college/university, two-year college; or must be earned at a vocational education workshop. 4) Must be taken for credit. 5) Must result in a passing grade or "pass" for courses taken on a "pass" or "fail" basis. 6) An official transcript must be submitted to the chief executive officer or designee of the employing educational agency.
2. Professional Conference	45	Participation - 5 points per day Presentation - 15 points per topic presentation	• Conference program • Letters of invitation, acceptance, and thank you • Employing educational agency approved leave request • Conference participants list • Certificate of attendance/completion	1) Must be 4 or more hours in length. 2) Must include only time spent in those portions of the conference program that contribute to the participant's professional knowledge, competence, performance, or effectiveness in education. 3) Must have prior approval from the chief executive officer or designee. 4) May be local, regional, state, national, or international in scope.
3. Peer Observation	45	5 points per observation session	• Principal's/employing agency's participant list or observation schedule • Peer observation assignment list • Journal of observations	1) Must include a pre-observation discussion, the actual observation period, and a follow-up discussion. 2) Must include a minimum of 35 minutes per observation period. 3) Must have prior approval from the chief executive officer or designee.
4. Educational Travel	45	15 points per 5 consecutive days	• Official leave statement • Notification of fellowship award • Written summary/journal of travel activities • Exhibit(s) or product(s) of travel experience	1) Must be related to one's assigned responsibilities. 2) Must have prior approval from the chief executive officer or designee. 3) Must be a minimum of 5 consecutive days. 4) Must include a written plan to demonstrate how the products, knowledge, or skills derived from the experience will be implemented in the curriculum or job assignments. 5) Must include a written summary, exhibits, and products of the travel experience.
5. Curriculum Development	90	1 point per clock hour	• Employing educational agency's participant list • Curriculum guide • Committee assignment list	1) Must be a minimum of 5 hours per activity. The 5 hours do not have to be consecutive. 2) Must have prior approval from the chief executive officer or designee. 3) Must be coordinated by the employing educational agency or other state, national, or international educational agency or organization.
6. Publication of Article	90	45 points per narrative, article, or report	• Copy of the published article • Copy of the final grant report • Publisher's letter of publication date	1) Must be published in a professional journal or a publication sanctioned by the employing educational agency. 2) If a grant, it must be approved by the employing educational agency. 3) Must contribute to the effective practice of the education profession and/or to the body of knowledge of the endorsement area(s).
7. Publication of Book	90	90 points per book	• Copy of the published book • Copyright for the completed work in the field of theatre, fine arts, or music • Copyright for instructional program	1) Must be published for purchase. 2) Must contribute to the education profession and/or to the body of knowledge of the endorsement area(s). 3) In the case of revision, should represent a substantive change of the original text.
8. Mentorship/Supervision	90	45 points per semester In the event of multiple mentors/supervisors, the 45 points shall be divided among the mentors/supervisors. In no instance shall more than 45 points be awarded for a single mentorship/supervision activity.	• Participant list from college/university • Employing educational agency assignment list	1) Must assist an undergraduate student aide, undergraduate or graduate intern, pre-service student teacher\ beginning teacher, or beginning adminstrator. 2) Must have prior approval from the chief executive officer or designee. 3) Must be in conjunction with an approved teacher/principal preparation program, undergraduate/graduate degree program, or a clinical faculty/mentor program sponsored by the employing educational agency.
9. Educational Project	45	1 point per clock /contact hour	• Acceptance for exchange program from college/university, or business • Written summary/journal of project activities	1) Must be a minimum of 5 hours per activity. The 5 hours do not have to be consecutive. 2) Must have prior approval from the chief executive officer or designee. 3) Must result in a written report or other tangible product.
10. Employing Educational Agency Professional Development Activity	180	1 point per clock/contact hour	• Participants list from employing educational agency • Certificate of completion/attendance	1) Must be minimum of 5 hours per activity. The 5 hours do not have to be consecutive. 2) Must have prior approval from the chief executive officer or designee.

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Introduction

The certification of school personnel within the Commonwealth is a constitutionally authorized responsibility of the Board of Education. Professional development is a priority of the Department of Education. The report, *Excellence in Education: A Plan for Virginia's Future,* (1986), issued by the Governor's Commission on Excellence in Education, recommended the development of revised recertification standards that would require an individualized recertification plan based on a point system.

Previously, recertification required six semester hours of college-level course work or three semester hours of college-level course work and three hours of noncollege credit course work. The need for alternative routes for the recertification of experienced educators precipitated the development of an individualized recertification plan based on a point system. The point system for recertification is a vital component of the Commonwealth's commitment to provide educators with options and opportunities for professional development programs through which quality education can become a reality.

The Office of Professional Development and Teacher Education has worked in concert with the Board of Education, the Teacher Education Advisory Board, the State Professional Development Council, and many professional organizations in the Commonwealth to develop the *Virginia Recertification Manual.* The purpose of this manual is to explain the requirements and procedures for recertification of all certified educational personnel.

The basic requirement for recertification states that each holder of a renewable certificate in Virginia shall accrue a total of 180 points during the five-year validity period of the certificate. Additional requirements are described for certificate holders who do not have a master's degree and for holders of certificates who do not have a baccalaureate degree.

The *Virginia Recertification Manual* is intended to give the professional educator a choice of options for recertification as career needs change. These choices include the traditional routes of college credit and educational agency's staff development activities; curriculum development, mentorship/supervision, and peer observation; educational travel, professional conferences, and educational projects; and publication of articles and books. Noncollege credit activities, previously sponsored by employing educational agencies, are now incorporated within each of the options, especially Option 10, Employing Educational Agency Professional Development Activities.

The recertification process described in the manual is based on mutual trust between the certificate holder and an advisor. It is intended that this relationship be one of collaboration for the purpose of professional self-improvement. While advisor systems will vary among employing educational agencies, all designated advisors will be responsible for promoting quality recertification plans by confirming and assessing the proposed professional development

activities suggested by the certificate holder. Inherent in this trust are nonevaluative discussions to ensure that the individual's professional growth occurs as intended for recertification. The advisor should provide assistance and resource information regarding recertification options that the individual may elect to include within his/her plan. The manual builds upon the conviction that all certificate holders are willing to be responsible for planning and completing professional development activities leading to their recertification.

One of the most vital qualities of all professionals is the commitment to continuous learning and growth in knowledge and skill. Regardless of the profession, dedicated professionals constantly seek new knowledge, practice new skills, and share their knowledge and skills with peers and associates. Educators who are committed to excellence participate in self-improvement activities that promote both individual and professional competence. The manual provides guidance for all certificate holders as they plan their personal growth within the profession. It describes a process for recertifying Virginia's educators that is flexible, productive, and designed to meet the needs of the individual.

Employing educational agencies must recognize the validity of the ten options and are encouraged to provide opportunities for certificate holders to participate in all options for recertification.

Although the employing educational agency's staff development priorities should be considered, the certificate holder should be the primary determiner of which activities within the ten options will contribute most appropriately to his/her recertification plan.

An activity is used to accrue points under only one recertification option. For example, an educator who exchanges positions with another educator for an extended period of time (Option 9) and writes an article about the experience (Option 6) may not earn points for both options.

An activity should not be a routine employment responsibility. For example, someone whose job function is to observe teachers may not earn points through observations that are a standard part of employment duties.

Professional development activities, including course work, completed by *Provisional Certificate* holders **may not** be credited toward certificate renewal.

Professional development points can only be accrued for completed professional development activities during the current validity period of the certificate.

Virginia Certification Regulations

Section 2.4 *Code of Virginia*, which deals with the requirements for renewing a certificate, reads as follows:

> The Postgraduate Professional, Collegiate Professional, Vocational Education, and Pupil Personnel Services certificates may be renewed upon the completion of 180 professional development points within a five-year validity period based on an individualized professional development plan. Professional development points can be accrued by the completion of activities drawn from one or more of the following options: college credit, professional conference, peer observation, educational travel, curriculum development, publication of article, publication of book, mentorship/supervision, educational project, employing educational agency professional development activity.
>
> A minimum of 90 points (3 semester hours) shall be earned through graduate-level course work (undergraduate course work if (1) a graduate course is not available within a radius of 50 miles; (2) the division superintendent grants prior approval because of a particular need of a particular teacher) from an accredited four-year college or university in the certificate holder's endorsement area(s) if a master's degree is not held, or through vocational education workshops at institutes or through undergraduate college course work from an accredited two- or four-year college or university if a baccalaureate degree is not held. With prior approval by the division superintendent, undergraduate course work from an accredited two- or four-year institution may satisfy the 90 points (3 semester hours) graduate requirement if the course is taken to satisfy a new teaching endorsement area.
>
> The remaining 90 points may be accrued by activities drawn from one or more of ten options listed above. Recertification work is designed to provide certified personnel with opportunities for professional development relative to the grade level(s) or teaching field(s) to which they are assigned or for which they seek an added endorsement. Such professional development encompasses both (a) responsible remediation of any area of an individual's knowledge or skills that fails to meet the standards of competency (current certification regulations) and (b) responsible efforts to increase one's knowledge of new developments in one's field, to respond to new curricular demands within one's area of professional competence.
>
> The proposed work toward recertification in certain options must be approved by the chief executive officer or designee of the employing educational agency prior to taking of the recertification work. Persons who are not employed by an educational agency may renew or reinstate their certificate by having their official

transcript(s) sent by an accredited two- or four-year college or university to the Office of Professional Development and Teacher Education, Department of Education.

Accrual of professional development points shall be determined by the criteria set forth in the "Virginia Recertification Manual."

There shall be complete reciprocity between employing educational agencies of the Commonwealth with respect to recertification points earned by the certificate holder.

Domains of Professional Competency

The substance or content of each recertification activity must be consistent with the certificate holder's goal(s) for professional development and must clearly fit one or more of six domains of professional competency in education. Certificate holders should choose, and advisors should verify, only those activities whose substance is clearly included within one or more of the following domains of professional growth:

1. curriculum or subject(s) specifically related to one's assigned professional duties or responsibilities;

2. specialization area one serves or reasonably expects to serve; (Examples of specialization areas include, but are not limited to, bilingual education, vocational education, career education, technology education, international education, or special education.)

3. concepts, principles, and methods of effective teaching, supervision, and administration; (Examples include, but are not limited to, classroom management, leadership skills, curriculum development, and administrative management.)

4. concepts and principles of physical, intellectual, psychological, social, and emotional development of children and youth;

5. concepts and principles of communication, learning, exceptionality, individuality, and cultural differences; (Examples include, but are not limited to, oral and written communication, motivation, retention, and individual differences) and,

6. concepts and principles of effective relationships among schools, families, and communities.

Summary of the Ten Recertification Options

Each certificate holder is required to document the accrual of 180 professional development points during a five-year validity period. Points for recertification will be based upon activities drawn from the following ten options.

1. College Credit

Acceptable course work offers content that provides new information and is offered on-campus, off-campus, or through extension by any accredited two- or four-year college or university. Courses must be taken for credit, and the certificate holder must earn a passing grade or a "pass" in courses taken on a "pass" or "fail" basis.

Certificate holders **without** a master's degree must earn a minimum of 90 points (3 semester hours) through graduate-level course work (undergraduate course work if (1) a graduate course is not available within a radius of 50 miles; (2) the division superintendent grants prior approval because of a particular need of a particular teacher) from an accredited four-year college or university in the certificate holder's endorsement area(s). The remaining 90 points of the 180 total professional development points, if accrued within Option 1, may be taken from an accredited two- or four-year college or university through undergraduate or graduate course work within or outside of the certificate holder's endorsement area(s).

Certificate holders with an endorsement and/or current teaching assignment in the areas of history and the social sciences may satisfy the requirement by taking a graduate-level (*academic content*) course in history or any of the related social science disciplines (geography, anthropology, psychology, political science, economics, and sociology). Certificate holders in English may satisfy the requirement by taking a graduate-level (*academic content*) course in English, literature, journalism, theatre arts, and/or speech. Subject-specific endorsement requires graduate-level course work in the academic content area indicated by the endorsement or a related subject area.

Likewise, certificate holders with an elementary endorsement may satisfy the requirement by taking a graduate-level (*academic content*) course in English, social sciences, mathematics, sciences, fine arts, and/or health and physical education. Grade-level endorsement requires graduate-level course work in the major academic content areas of the endorsement.

Certificate holders **without** a bachelor's degree must earn a minimum of 90 points through vocational education workshops at institutes or through undergraduate course work from an accredited two- or four-year college or university in the certificate holder's endorsement area(s). The remaining 90 points of the 180 total professional development points, if accrued

within Option 1, may be taken from an accredited two- or four-year college or university through undergraduate course work within or outside of the certificate holder's endorsement area(s).

Certificate holders **with** a master's degree, may take undergraduate or graduate-level course work from an accredited two- or four-year college or university within or outside of the certificate holder's endorsement area(s).

A. Maximum number of points - 180

B. Point value assignment

1) One semester hour = 30 points

2) One quarter hour = 20 points

C. Criteria

1) Must be graduate-level course work (3 semester hours) taken in the content area of the endorsement on the certificate and/or teaching assignment if the certificate holder does not have a master's degree.

2) Course level determined by officials of the institution, documentation provided in the institution's graduate or undergraduate catalog, and/or the placement of the course at the 500 or above level.

3) Must be earned at an accredited four-year college/university, two-year college; or must be earned at a vocational education workshop.

4) Must be taken for credit.

5) Must result in a passing grade or "pass" for courses taken on a "pass" or "fail" basis.

6) An official transcript must be submitted to the chief executive officer or designee of the employing educational agency.

D. Verification

1) Official transcript or official "student copy" of transcript

2) Certificate of completion

E. Examples

1) ENG 565, Eighteenth Century and Romantic British Literature

2) CHE 512, Physical Chemistry for the Life Sciences

3) MAT 530, The History of Mathematics

4) SOC 650, Theories of Social and Institutional Change

2. Professional Conference

A professional conference is defined as any formal meeting, workshop, institute, or seminar of four or more hours which addresses educational concerns through objectives such as upgrading skills and knowledge, providing information, and/or providing motivating activities for educators or students.

A. Maximum number of points - 45

B. Point value assignment

1) Participation - 5 points per day

2) Presentation - 15 points per topic presentation

Points may be assigned for only one presentation on the same topic per validity period.

C. Criteria

1) Must be four or more hours in length.

2) Must include only time spent in those portions of the conference program that contribute to the participants' professional knowledge, competence, performance, or effectiveness in education.

3) Must have prior approval from the chief executive officer or designee.

Prior approval for professional conference attendance is a commitment that professional development points will be awarded for the activity. If job-

related leave is being requested, the certificate holder must follow the guidelines in the personnel handbook of the employing educational agency.

4) May be local, regional, state, national, or international in scope.

D. Verification (one or more of the following)

1) Conference program

2) Letters of invitation, acceptance, and thank you

3) Employing educational agency approved leave request

4) Conference participants list

5) Certificate of attendance/completion

E. Examples

1) Instructional workshops or seminars sponsored by consulting groups or groups such as the Appalachian Educational Laboratory (AEL)

2) Conferences sponsored by professional organizations or the Department of Education

3) Principals' assessment center participation

3. Peer Observation

Peer observation is any systematic program of noting, analyzing, and discussing the activities of another professional in a similar area of responsibility. The observations must be planned, must focus on one or more predetermined aspects of instruction, and include follow-up activities such as discussion, critique, or application of what has been observed or analyzed. Peer observations should be designed to encourage assistance, modeling, and coaching while the certificate holder learns new skills or strategies. Points can be awarded to both the observer and the observed professional.

A. Maximum number of points - 45

B. Point value assignment - 5 points per observation session

C. Criteria

1) Must include a pre-observation discussion, the actual observation period, and a follow-up discussion.

2) Must include a minimum of 35 minutes per observation period.

3) Must have prior approval from the chief executive officer or designee.

Prior approval for peer observation is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the certificate holder must follow the guidelines in the personnel handbook of the employing educational agency.

D. Verification (one or more of the following)

1) Principal's/employing agency's participant list or observation schedule

2) Peer observation assignment list

3) Journal of observations

E. Examples

1) Peer observation program to demonstrate effective instructional skills

2) Peer observation program to demonstrate instructional techniques for exceptional student

4. Educational Travel

The purpose of educational travel shall be to allow the educator to acquire knowledge needed to implement existing curricula or develop new programs within the job assignment. A certificate holder shall submit to the advisor a written plan that explains the reason and nature of the study. The plan should be specific and include, if appropriate, a list of readings to be pursued.

Documentation of activities such as a travel itinerary, fellowship award, or exchange program letter of acceptance, etc., should be included in the plan. Subsequent to his/her return, the certificate holder shall submit a written summary to the advisor. Exhibits and/or products of

the travel experience are to be shared with colleagues.

A. Maximum number of points - 45

B. Point value assignment - 15 points per five consecutive days

C. Criteria

1) Must be related to one's assigned responsibilities.

2) Must have prior approval from the chief executive officer or designee.

Prior approval for educational travel is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the certificate holder must follow the guidelines in the personnel handbook of the employing educational agency.

3) Must be a minimum of five consecutive days.

4) Must include a written plan to demonstrate how the products, knowledge, or skills derived from the experience will be implemented in the curriculum or job assignments.

5) Must include a written summary, exhibits, and products of the travel experience.

D. Verification (one or more of the following)

1) Official leave statement

2) Notification of fellowship award

3) Written summary/journal of travel activities

4) Exhibit(s) or product(s) of travel experience

E. Examples

1) Study abroad

2) Exchange programs

3) Fellowship programs

5. Curriculum Development

Curriculum development is a group activity in which the certificate holder contributes to the improvement of the curricula of a school, a school division, or an educational institution. The certificate holder may accrue points within this option for time spent in preliminary planning and development or in completing materials for use by teachers and/or students. Credit shall be given for service as an official member of a division, state, national, or international panel or committee.

A. Maximum number of points - 90

B. Point assignment value - one point per clock hour

C. Criteria

1) Must be a minimum of five hours per activity. The five hours do not have to be consecutive.

2) Must have prior approval from the chief executive officer or designee.

Prior approval for curriculum development is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the certificate holder must follow the guidelines in the personnel handbook of the employing educational agency.

3) Must be coordinated by the employing educational agency or other state, national, or international educational agency or organization.

D. Verification (one or more of the following)

1) Employing educational agency's participant list

2) Curriculum guide

3) Committee assignment list

E. Examples

1) Development and/or revision of curriculum guides

2) Development of teaching strategies and/or supplemental materials

3) Integration of Standards of Learning objectives with basal series objectives and curriculum guides

4) Service on textbook adoption committee

5) Critique of textbook for publication

6. Publication of Article

Writing about one's professional research, experiences, perceptions, and beliefs can be a rewarding experience. The written narrative, article, or report should contribute to the effective practice of the profession and/or to the body of knowledge of the profession. Grant reports that present the results of educational research are acceptable within this option, provided the certificate holder had an active role in planning, analyzing, interpreting, demonstrating, disseminating, or evaluating the study or innovation.

A. Maximum number of points - 90

B. Point assignment value - 45 points per narrative, article, or report

In the event of multiple authorship, the 45 points shall be divided among the authors or investigators. In no instance shall more than 45 points be awarded for a single narrative, article, or report.

C. Criteria

1) Must be published in a professional journal or a publication sanctioned by the employing educational agency.

2) If a grant, it must be approved by the employing educational agency.

3) Must contribute to the effective practice of the education profession and/or to the body of knowledge of the endorsement area(s).

D. Verification (one or more of the following)

1) Copy of the published article

2) Copy of the final grant report

3) Publisher's letter of publication date

E. Examples

1) Publication in a professional or content-area journal

2) Publication in a magazine sponsored by the employing educational agency

3) Report of educational research project results

7. Publication of Book

The writing of a book represents a substantial effort to bring significant experience(s) or new subject matter to an intended audience. Books assigned recertification credit should focus on concepts that augment new theories or practices applicable to the teaching profession. A book whose content increases the body of knowledge of literature, history, science, or other content area may also earn credit within this option.

A. Maximum number of points - 90

Type or print in ink

Unit for Teacher Education and Certification
Department of Education
P.O. Box 6Q
Richmond, Virginia 23216-2060

Individualized Recertification Record

Name: Last First Middle | Renewal Year | Social Security No.

Home Address City State Zip Code

Endorsement(s) | Highest Degree Earned

Summary of Points Earned During the Past Five Years to be Credited Toward Recertification:

Option Maximum Points	1 (180)	2 (45)	3 (45)	4 (45)	5 (90)	6 (90)	7 (90)	8 (90)	9 (45)	10 (180)	Credit for All Options
Total Points											

Verification and Recommendation for Certificate Renewal

Applicant's Signature Date | Advisor's Signature Date

I recommend the renewal of the enclosed Virginia certificate and certify that the above-named certificate holder completed the listed activities and that these activities comply with Virginia's recertification regulations.

Superintendent's or Designee's Signature Date | Division

Exception to graduate course work requirement granted? _____Yes _____No
Reason: Graduate course work not available within 50 mile radius_____
Particular need of teacher_____ New teaching endorsement_____

	Verification of Completed Activities			
	Activity Points	Applicant Initials	Advisor Initials	Date
Option 1: College Credit (180)				
Course No./Title College/Year Taken				
Option 2: Professional Conference (45)				
Conference Name Dates Attended				
Option 3: Peer Observation (45)				
Person Observed Dates Observed				

Name: Last First Middle Social Security No.

	Verification of Completed Activities			
	Activity Points	Applicant Initials	Advisor Initials	Date
Option 4: Educational Travel (45)				
Place Dates				
Option 5: Curriculum Development (90)				
Title Dates				
Option 6: Publication of Article (90)				
Title Magazine Date Published				
Option 7: Publication of Book (90)				
Title Publisher Date Published				
Option 8: Mentorship/Supervision (90)				
Person Date Supervised				
Option 9: Educational Project (45)				
Title Dates				
Option 10: Professional Development Activities (180)				
Project No./Title Dates				

B. Point value assignment - 90 points per book

In the event of multiple authorship, the 90 points shall be divided among the authors or editors. In no instance shall more than 90 points be awarded for a single book.

C. Criteria

1) Must be published for purchase.

2) Must contribute to the education profession and/or to the body of knowledge of the endorsement area(s).

3) In the case of revision, should represent a substantive change of the original text.

D. Verification (one or more of the following)

1) Copy of the published book

2) Copyright for the completed work in the field of theatre, fine arts, or music

3) Copyright for instructional program

E. Examples

1) *Tales out of School*, Patrick Welsh

2) *When Past is Prologue: A History of Roanoke County*, Deedie Kagey

3) *Test Booklet ECCE ROMANI 2: Rome at Last*, Cathy Daugherty

4) ***T**eacher **E**xpectations and **S**tudent **A**chievement*, Sam Kerman and Mary Martin

8. Mentorship/Supervision

Mentorship/Supervision is a process by which an experienced professional provides assistance to one or more persons for the purpose of improving their performance. Assistance may involve role modeling, direct instruction, demonstration, observation with feedback, development of plans, and informal contact. This option includes the supervision of field experiences of an undergraduate student aide, a pre-service student teacher, or an intern in an approved teacher/principal preparation program. The option may also include mentor programs designed as part of the induction process for the beginning teacher or first-year administrator.

A. Maximum number of points - 90

B. Point value assignment - 45 points per semester

In the event of multiple mentors/supervisors, the 45 points shall be divided among the mentors/supervisors. In no instance shall more than 45 points be awarded for a single mentorship/supervision activity.

C. Criteria

1) Must assist an undergraduate student aide, undergraduate or graduate intern, pre-service student teacher, beginning teacher, or beginning administrator.

2) Must have prior approval from the chief executive officer or designee.

Prior approval for mentorship/supervision is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the certificate holder must follow the guidelines in the personnel handbook of the employing educational agency.

3) Must be in conjunction with an approved teacher/principal preparation program, undergraduate/graduate degree program, or a clinical faculty/mentor program sponsored by the employing educational agency.

D. Verification (one or more of the following)

1) Participant list from college/university

2) Employing educational agency assignment list

E. Examples

1) Supervision of a student aide/student teacher in an approved teacher education program

2) Supervision of an intern in an approved principal preparation/graduate degree program

3) Assistance to a beginning teacher/beginning administrator during the first year of teaching/administration

9. Educational Project

An educational project is an option for the certificate holder to enhance the skills or advance the educational needs of the group being served. Activities within this option may include a broad range of programs: participation in a professional exchange program in which the certificate holder changes position with another educator for an extended period of time; participation in an alternative work-experience program (paid or volunteer) in which the certificate holder fulfills new professional responsibilities for a specified period of time; and participation in a program of independent study, provided that the certificate holder investigates a specific aspect of education, produces a written report or other tangible product, and evaluates the independent study and its product. Additional activities within this option may include institutional self-study projects, administrative review projects, and/or other activities for school improvement.

A. Maximum number of points - 45

B. Point value assignment - one point per clock/contact hour

C. Criteria

1) Must be a minimum of five hours per activity. The five hours do not have to be consecutive.

2) Must have prior approval from the chief executive officer or designee.

Prior approval for an educational project is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the certificate holder must follow the guidelines in the personnel handbook of the employing educational agency.

3) Must result in a written report or other tangible product.

D. Verification (one or more of the following)

1) Acceptance for exchange program from college/university, or business

2) Written summary/journal of project activities

E. Examples

1) Exchange of assignments by an elementary reading specialist and a local public librarian

2) Sabbatical leave for a high school technology education teacher to work in auto assembly plant

3) Institutional self-study

4) Administrative review committee

5) Teaching of a course for a college/university or for an employing educational agency activity

10. Employing Educational Agency Professional Development Activity

Staff development programs have become more sophisticated in recent years with the advent of needs assessment, program design, training, implementation, follow-up, and evaluation components being included in professional development activities. The research on effective staff development includes a large body of knowledge on adult learning that describes which types of programs will best meet the instructional, psychological, emotional, and physical needs of the participants. Quality staff development is sequential in nature and needs ongoing support and/or follow-up in-service programs.

Local employing educational agencies are encouraged to design staff development activities using teams of teachers, administrators, and central office personnel working in a collaborative effort to enhance professional performance and advance the goals of the employing educational agency. Noncollege credit activities previously sponsored by educational agencies are now included in several of the options, especially Option 10.

A. Maximum number of points - 180

B. Point value assignment - one point per clock/contact hour.

C. Criteria

1) Must be a minimum of five hours per activity. The five hours do not have to be consecutive.

2) Must have prior approval from the chief executive officer or designee.

Prior approval for employing educational agency professional development activity is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the certificate holder must follow the guidelines in the personnel handbook of the employing agency.

D. Verification (one or more of the following)

1) Participants list from employing educational agency

2) Certificate of completion/attendance

E. Examples

1) Instructional skills programs, e.g., "Investment in Excellence" - Frederick County Public Schools; "The Skillful Teacher" - Fairfax County Public Schools; "Knowledge for Educating our Youth" (KEY) Program - Hanover County Public Schools

2) Teacher Expectations Student Achievement (TESA) programs

3) Classroom management staff development programs

Certificate Holders in Special Situations

No Advisor Assigned

If an advisor has not been designated for the certificate holder, he/she should inform the chief executive officer or designee of the employing educational agency of the need for an advisor. The chief executive officer or designee must then assign an advisor to the certificate holder.

Certificate Holders Employed in a Nonpublic School or Other Employing Educational Agency

If the person holds a current renewable Virginia certificate and wishes to maintain the validity of that certificate, he/she is subject to the recertification plan.

The chief executive officer or designee of a nonpublic employing educational agency or other employing educational agency must designate an advisor for each certificate holder.

Certificate Holders Not Employed

Certificate holders who are not employed must accrue 180 professional development points for recertification through the ten options outlined in this manual. The certificate holder's Individualized Recertification Record and supporting documentation should be submitted directly to the Unit for Teacher Education and Certification, Department of Education.

Reinstatement of Expired Certificate

Under present Virginia regulations the certificate holder may not be employed by a local public school division with an expired certificate. The certificate holder should contact the chief executive officer or designee for assistance.

To reinstate an expired certificate the certificate holder must accrue 180 professional development points for recertification through the ten options outlined in this manual.

Persons Who Finish Recertification Activities Before the Fifth Year of the Validity Period

The Department of Education does not issue a renewable Virginia certificate for more than a five-year period. The certificate holder's Individualized Recertification Record and transcript, if applicable, should be submitted to the department during the fifth year of the validity period; the new certificate will not be issued until the year the certificate expires.

The Individualized Recertification Record should be submitted to the Office of Professional Development and Teacher Education, Department of Education, after January 1 but before June 1 of the fifth year of the validity period.

Responsibilities of Certificate Holder, Advisor, Employing Educational Agency, and Department of Education

Responsibilities of...

...Certificate Holder

To complete the requirements for recertification, the certificate holder should annually plan and review his/her program of professional development activities in consultation with an advisor who has been designated by the employing educational agency. When the recertification activity has been completed, the certificate holder must supply reasonable documentation to the advisor. During the fifth year of the validity period, the certificate holder and advisor should submit the Individualized Recertification Record to the chief executive officer or designee of the employing educational agency.

The certificate holder is responsible for completing the following steps in order to accrue the 180 professional development points necessary for recertification during the five-year validity period of the certificate.

1. Develop an individualized recertification plan based on his/her professional need(s)/goal(s) and the employing educational agency's staff development priorities.

2. Initiate an annual meeting with the advisor, as necessary, to review, amend, and verify the individualized recertification plan and activities on the Individualized Recertification Record. The record should be completed and signed by the advisor after January 1 but before June 1 of the final year of the current validity period. (The certificate holder may amend the individualized recertification plan during the annual review or at any other appropriate time in consultation with the advisor.)

3. With the advisor, certify and submit the completed Individualized Recertification Record to the chief executive officer or designee of the employing educational agency to be forwarded to the Office of Professional Development and Teacher Education. The completed Individualized Recertification Record and the official student copy of the college transcript, if applicable, will be the only two items required for submission to the Department of Education for renewal of an expired certificate. Other documentation should be maintained at the local school division level.

...Advisor

The advisor should be a colleague who assists and supports the certificate holder throughout the recertification process. Nonevaluative discussions must occur during this process in order to ensure that individual professional growth occurs as intended for recertification purposes. An advisor assigned to a certificate holder has the following responsibilities:

1. The advisor should know the requirements for recertification of a renewable Virginia certificate.

2. The advisor should review the certificate holder's individual recertification plan with the certificate holder on an annual basis or as necessary until the requirements for recertification have been satisfied. While the conference time may vary depending upon the needs of the certificate holder, a meeting with the advisor could be held in conjunction other conference sessions throughout the year.

3. The advisor should assist the certificate holder in completing his/her recertification plan by recommending activities that are consistent with the employing agency's staff development goals and the individual certificate holder's professional development goals.

4. The advisor should verify that the professional development activities have been completed and that the points accrued for the activity are consistent with the criteria of this manual. The advisor should not sign the recertification plan if a selected activity does not meet the criteria in one of the recertification options.

5. The program is built on the basis of trust; minimal paperwork is expected - reasonable documentation is all that is required if the advisor does not have personal knowledge of the activity.

6. The advisor should forward the certificate holder's completed and verified Individualized Recertification Record to the chief executive officer or designee.

...Employing Educational Agency

An employing educational agency has the following responsibilities in the recertification process for personnel with renewable Virginia certificates.

1. The chief executive officer or designee should assign an advisor for each employee holding a renewable Virginia certificate. The advisor may be a person other than the immediate supervisor of the certificate holder.

2. The chief executive officer or designee should distribute a copy of the *Virginia Recertification Manual* to each advisor. The chief executive officer or designee is the primary source of information concerning recertification requirements.

3. The chief executive officer or his/her designee of the employing educational agency should provide, publish, or post a listing of agency staff development activities that the certificate holder may choose to complete recertification requirements.

   The chief executive officer or designee should strive to provide a variety of recertification options, within the resources of the agency, to ensure that the certificate holder has an opportunity to choose activities that are appropriate to his/her goals, needs, and learning styles.

4. The chief executive officer or designee should certify and forward the certificate holder's completed Individualized Recertification Record to the Office of Professional Development and Teacher Education, Department of Education, after January 1 but before June 1 of the fifth year of the certificate holder's current validity period.

5. The chief executive officer or designee must accept the recertification points accrued by a certificate holder upon receipt of his/her certified Individual Recertification Record from another employing educational agency within the Commonwealth.

...The Department of Education

The Department of Education has the following responsibilities in the recertification process:

1. The department will distribute copies of the *Virginia Recertification Manual* and the Individualized Recertification Record to the chief executive officer or designee of employing educational agencies as necessary to implement the Individualized Recertification Point System.

2. The Office of Professional Development and Teacher Education, Department of Education, will issue a new five-year certificate, in accordance with the current certification regulations, both to the certificate holder and to the employing educational agency upon receipt of the certificate holder's certified Individual Recertification Record.

3. The department will render a decision if disagreements concerning the approval of a recertification activity cannot be resolved at the employing educational agency level.

Resolution of Disagreement

Recertification is a state function. Complaints or disputes regarding approval of recertification work or application of such work toward renewal of certificates cannot be grieved within the meaning of the Virginia Code, Title 22.1, Chapter 15, Section 22.1-306. Such issues **cannot** be grieved under the grievance procedure prescribed by the Board of Education.

Disagreements regarding recertification activities for which points are awarded are subject to an informal review procedure as follows:

1. The certificate holder shall discuss the matter with his/her advisor and request reconsideration.

2. If the disagreement is not resolved, the certificate holder shall state in writing:

a) the action that prompted the request for review,

b) the names of the persons involved, and

c) the attempts that have been made to resolve the disagreement.

The certificate holder shall send this statement, with a copy of the recertification plan in question, to the chief executive officer or designee of the employing educational agency and request a decision. The agency shall then follow personnel review procedures established in that agency.

3. If the decision of the chief executive officer or designee does not resolve the disagreement, the documentation should be forwarded to the Office of Professional Development and Teacher Education, Department of Education, for resolution.

Glossary

Advisor

A person designated by the chief executive officer or designee of the employing educational agency who assists the certificate holder in completing an Individualized Recertification Plan, verifies the completion of professional development activities and accrual of recertification points on the Individualized Recertification Record, and forwards the completed Individualized Recertification Record to the chief executive officer or designee.

Certificate Holder

A person who holds a renewable Virginia Collegiate Professional, Postgraduate Professional, Vocational Education, or Pupil Personnel Services Certificate.

Chief Executive Officer

The superintendent or person of final authority of a public employing educational agency, or the person of final authority in a private or other employing educational agency.

Conference

Any professional meeting, workshop, institute, or seminar of four or more hours in duration that addresses educational concerns.

Domain of Professional Competency

An area of professional competency within the certificate holder's field of knowledge.

Employing Educational Agency

An organization that employs personnel who are required by state regulations to be properly certified; for private or other employing educational agencies, state certification may be voluntary.

Endorsement Area

Specialty area in which an individual is authorized by the current certification regulations to teach or to serve in an employing Virginia educational agency.

Individualized Recertification Plan

The document developed by the certificate holder and the advisor describing the options and/or activities to be completed during the five-year validity period in order to renew the certificate holder's certificate.

Individualized Recertification Record

The document certifying completion of the professional development activities necessary to renew the certificate holder's certificate.

In-service Education

A planned learning opportunity in which the certificate holder engages for the purpose of improving effectiveness or upgrading skills.

Internship

An on-site field experience, supervised by an experienced educational professional, as part of an approved teacher/principal preparation program to study the career assignment to which the intern may aspire.

Maximum Number of Points

The maximum number of points for an option that may be counted toward recertification during the validity period.

Mentorship

An induction process in which the chief executive officer or designee assigns an experienced professional to assist, counsel, and support a beginning teacher or administrator during the first year of employment in an area of responsibility.

Peer Observation

Any systematic program of noting, analyzing, and discussing the activities of another professional in a similar area of responsibility.

Point Value Assignment

The specified number of points awarded for completing a given activity listed under the option.

Renewable Certificate

A Collegiate Professional, Postgraduate Professional, Vocational Education, or Pupil Personnel Services Certificate that is valid for a period of five years.

Validity Period

The five-year period from the date of issue of a renewable certificate.

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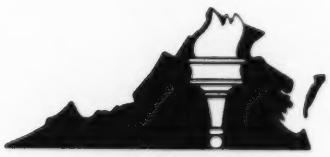

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